

January 23, 2008

Dear Potential Sponsor:

The Combined Heat and Power Partnership (CHPP) is writing you to announce sponsorship opportunities at our **CHPP Partners Meeting**, June 5-6, 2008, in Washington, DC. The conference will take place at the Hamilton Crowne Plaza.

This letter outlines options and opportunities for sponsorship and provides important logistical information.

Sponsorship Opportunities

Due to government regulations, we are unable to use contract funds to cover the costs of food and beverage served at a conference. All funds provided by our sponsors will be used to offset the costs of refreshments during the conference, which cannot be covered with government funds. **Sponsors will enjoy a host of benefits**, including: increased exposure among the conference attendees and recognition in the conference materials. CHPP will list sponsors in the conference proceedings, the agenda, and will post signs at the conference acknowledging sponsors' generous donations. Signs will include color graphics (*i.e.*, logos) if they are provided electronically in advance.

There are two ways to sponsor the CHPP Partners Meeting

- Option One: Provide sponsorship at a certain level
- Option Two: Be a primary sponsor of a specific conference function

These options are outlined in detail on the attached *Sponsorship Opportunities* form.

If you are interested in any of these sponsorship opportunities please fill out the enclosed form and fax it to CHPP's contractor, Eastern Research Group, Inc. (ERG), at 781-674-2906 (fax). A conference planner from ERG will call you within a few days to coordinate your sponsorship options. If you have any questions please feel free to contact ERG at 781-674-7272 (phone), or via e-mail: meetings@erg.com.

Thank you for your interest in sponsoring the CHPP Partners Meeting. We look forward to seeing you in March in Washington!

Sincerely,

Tom Frankiewicz and Felicia Ruiz
Combined Heat and Power Partnership
U.S. Environmental Protection Agency

CHPP PARTNERS MEETING SPONSORSHIP OPPORTUNITIES

There are two ways to sponsor the CHPP Partners Meeting

Option One: Provide sponsorship at a certain level; funds will be used to offset the costs of breaks or meals. Choose from the following sponsorship levels:

- ☐ CHPP Capitol Club \$5,000 and up
Sponsors at this level will be listed in the proceedings and on the CHP Web site, two signs acknowledging their sponsorship will be displayed, and sponsors will receive an electronic version of the attendee list.
- ☐ CHPP Platinum \$3,000 and up
Sponsors at this level will be listed in the proceedings and on the CHPP Web site, two signs acknowledging their sponsorship will be displayed.
- ☐ CHPP Gold: \$1,000 and up
Sponsors at this level will be listed in the proceedings and a sign acknowledging their sponsorship will be displayed.
- ☐ CHPP Friend: Please write in any amount
Sponsors will be listed in the proceedings and may receive additional acknowledgment of their sponsorship.

Option Two: Be a primary sponsor for a particular reception, breakfast or lunch. There are a variety of options available, please see the reverse of this form for information. Opportunities to be a primary sponsor for a specific function are limited and will be allotted on a first come, first assigned basis. If your first option is not available, ERG will contact you to discuss other available options.

- ☐ Yes, I would like to be a primary sponsor and I have indicated my preference in the box.

Please fill out the following contact information, this will be used to coordinate your sponsorship options. Please fax this completed form to 781-674-2906.

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____

Option Two: Primary Sponsorship of a Specific Event

The following is a list of available group functions that are planned for the CHPP Partners Meeting and the costs associated with being a primary sponsor of the event.

Evening Reception

Reception Includes a Cash Bar (unless bar is sponsored, see below)

Sponsorship Costs: \$5,300

Reception Bar (Two Hours based on 125 people)

Sponsorship Costs: \$4,000

Only Full Sponsorship of the Bar Can Be Accepted. If the full bar is not sponsored, there may be the possibility of purchasing individual drink tickets for \$9.00 each to give away

Continental Breakfast (two available)

Sponsorship Costs: \$3,900 per day

Buffet Lunch (two available)

Sponsorship Costs: \$7,800 per day

Afternoon Break

Sponsorship Costs: \$1,700